

Minnesota Office of Justice Programs (OJP) Program Income Reporting for Crime Victims Services Grants Examples

Updated or new examples from the 3/12/18 version of this document are highlighted

*Note that only program income that is generated as a result of **federally funded** (in whole or in part with VOCA, VAWA or FVPSA dollars) activities needs to be reported as program income to OJP.

A grantee agency uses federal funds to pay for a mental health or medical provider on staff. The agency then bills outside sources such as health insurance.

Report the outside source as program income.

A sexual assault program offers a 40-hour advocacy training for \$125/person. If participants become active volunteers for the 6 months following, \$100 is reimbursed to the volunteers.

Report the course fee as program income when received. Funds used to reimburse volunteers can be reported as a program income expenditure when it is reimbursed.

A general crime victim program purchased t-shirts with the program logo for victims/participants using VOCA funds. They sell the remaining t-shirts to raise additional funds for the program.

T-shirt sales would be reported as program income.

A Parenting Time Center (PTC) contracts with the county to charge per hour for visitation and exchange services for Child Protection System cases. They also have a sliding scale for direct payment from non-CPS clients.

Fees paid by the county and individuals would be reported as program income by the PTC and could also be used as matching funds for their grant.

A county attorney program replaces a victim's cellphone using federal direct client assistance (DCA) funds. The defendant is ordered to pay restitution to the program.

If your agency receives restitution as reimbursement for a DCA expenditure your agency made, the restitution should be reported as program income when it is received. The restitution payment should be put into a separate account and used for a future direct client assistance need (but not reported on a FSR).

A non-profit grantee charges for training/speaker fees to other agencies, including other grantees.

The fees are program income if staff who are training/speaking are paid by federal grant funds. Ideally, this income would be expended on associated training expenses. (It may not be match if the source of the payment is another federal grant.)

A grantee rents out their meeting room to local agencies and other groups.

If the space is supported with federal grant funds, the rental fee is program income.

A shelter program also has a transitional housing program funded through HUD. They charge residents discounted rent for their apartments. Staff that provide services are paid by the CVS grant.

Any income from rent paid by participants should not be reported as program income or match for this grant since the housing is funded through a different federal program.